

PeopleSoft Self Service Options / Tutorial

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Payroll and Compensation
Review your pay and compensation history. Update your direct deposit and other deduction or contribution information.

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Personal Information

1. Personal Information Summary

- A quick way to look at all of the personal information options and make changes.

Personal Information

Jimmie Johnson

Name

Jimmie Johnson

[Change name](#)

Addresses

Address Type	Status	As Of	Country	Address
Home	Current	02/11/2008	USA	123 Race Track Lane Fresno, CA 93722
Mailing	Current	02/11/2008	USA	123 Race Track Lane Fresno, CA 93722

[Change home/mailling addresses](#)

Phone Numbers

Phone Type	Phone Number	Extension	Preferred
Home	222-1111		<input checked="" type="checkbox"/>

[Change phone numbers](#)

Emergency Contacts

Name	Relationship to Employee	Primary Contact
Jennie Johnson	Mother	<input checked="" type="checkbox"/>

[Change emergency contacts](#)

Email Addresses

Email Type	Email Address	Preferred
		<input type="checkbox"/>

[Change email addresses](#)

Marital Status

Marital Status: Single **As of:** 02/11/2008

[Change marital status](#)

Ethnic Groups	
Description	Primary
Eskimo	<input type="checkbox"/>
White	<input checked="" type="checkbox"/>

[Change ethnic groups](#)

Employee Information	
Gender:	Male
Date of Birth:	01/01/1978
Birth Country:	United States
Birth State:	
Social Security Number:	111-22-3333
Smoker:	
Date Entitled to Medicare:	
Military Status:	
Original Start Date:	02/11/2008
Highest Education Level:	A-Not Indicated

Contact the Human Resources department if any of your Employee Information is incorrect.

[Return to Self Service](#)

2. Home and Mailing Address

- Change your home or mailing address, changes are effective immediately.

Home and Mailing Address

Jimmie Johnson

Addresses				
Address Type	Status	As Of	Country	Address
Home	Current	02/11/2008	USA	123 Race Track Lane Fresno, CA 93722
Mailing	Current	02/11/2008	USA	123 Race Track Lane Fresno, CA 93722

Edit Home Address

Country:	United States	Change Country
Address 1:	123 Race Track Lane	
Address 2:		
Address 3:		
City:	Fresno	State: CA <input type="text"/> California
County:		
Postal:	93722	
Date Change Will Take Effect:		
On this date:	03/03/2008 <input type="text"/> (example: 01/31/2000)	
<input type="button" value="Save"/> <input type="button" value="Cancel"/>		

3. Phone Numbers

- Change your phone number.
- Add a phone number.
- Change the number that the City has as your primary contact.

Jimmie Johnson

Enter your phone numbers below.

Phone Type	*Telephone	Extension	Preferred	
Home	222-1111		<input checked="" type="checkbox"/>	<input type="button" value="Delete"/>

* Required Field

4. Email Addresses

- Add a personal email address
- Change the email that the City has as your primary contact.

Email Addresses

Jimmie Johnson

*Email Type	*Email Address	Preferred	
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="button" value="Delete"/>

* Required Field

5. Emergency Contacts

- Update or make changes to your emergency contacts.

Emergency Contacts

Emergency Contact Detail

Jimmie Johnson

Address and Telephone

*Contact Name:

*Relationship to Employee:

- ☐ Contact has the same address as the employee
- ☐ Contact has the same telephone number as the employee

Address

Country: United States

Address: 1585 W. Overbearing
Fresno, CA 93721 [Edit Address](#)

Phone

Telephone:

Other Telephone Numbers

*Phone Type	Phone Number
<div>Add a Phone Number</div>	

6. Marital Status

- Change your marital status. This will NOT change your tax information; see W-4 Tax Information below.

Marital Status Change

Jimmie Johnson

Fill in the following information and click the submit button. This form must be completed within 31 days of your marriage date or you will not be eligible to change your benefit elections for this family status change event.

*Date Change Will Take Effect:

Current Marital Status:

*Change Marital Status To:

7. Name Change

- Inform the City of a name change.
Changes will not go into effect until you provide Personnel with a copy of your new Social Security Card.

Edit Name

English Name Format	
Prefix:	<input type="text"/>
First Name:	<input type="text" value="Jimmie"/>
Last Name:	<input type="text" value="Johnson"/>
Suffix:	<input type="text"/>
Display Name:	Jimmie Johnson
Formal Name:	Jimmie Johnson
Name:	Johnson,Jimmie

Emergency Contacts

Jimmie Johnson

Contact Name	Relationship to Employee		
Jennie Johnson	Mother	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>

Primary Contact: Jennie Johnson

Name Change

Jimmie Johnson

Click **Submit** after you have entered your new name.

Note: After submitting your name change, you will need to take your Social Security Card with the name as you enter below to the Personnel Office in order to finalize your name change. Your employment name should match the name which is on your Social Security Card so that your wages will be correctly posted to your account with the Social Security Administration.

Current Name

Jimmie Johnson

New Name

*Date Name Change Will Take Effect:

*Name Format: [Edit Name](#)

Name: Jimmie Johnson

* Required Field

8. Ethnic Groups

- Change your listed ethnic group. You may choose multiple ethnic groups.

Ethnic Groups

Jimmie Johnson

The employer is subject to certain governmental recordkeeping and reporting requirements for the administration of civil rights laws and regulations. In order to comply with these laws, the employer invites employees to voluntarily self-identify their race or ethnicity. Submission of this information is voluntary and refusal to provide it will not subject you to any adverse treatment. The information obtained will be kept confidential and may only be used in accordance with the provisions of applicable laws, executive orders, and regulations, including those that require the information to be summarized and reported to the federal government for civil rights enforcement. When reported, data will not identify any specific individual.

Ethnic Group	Primary	
Eskimo	<input type="checkbox"/>	Delete
White	<input checked="" type="checkbox"/>	Delete

Add an Ethnic Group

Save

Ethnic Group	Primary	
Eskimo	<input type="checkbox"/>	Delete
White	<input checked="" type="checkbox"/>	Delete
	<input type="checkbox"/>	Delete
African American		
Alaskan Athabaskans		
Aleutian		
American Indian/Alaska Native		
Apache		
Asian		
Asian Indian		
Black/African American		
Blackfoot		
Cambodian		

Payroll and Compensation

1. View Paycheck

- Look at your most recent paycheck.

View Paycheck

Jimmie Johnson

Company: City of Fresno	Net Pay: \$1,438.80
Address: 2600 Fresno Street Fresno, CA 93721	Pay Begin Date: 12/03/2007 Pay End Date: 12/16/2007 Check Date: 03/04/2008

Review the details of your paycheck. To view other checks, select [View a Different Paycheck](#)

General			
Name:	Jimmie Johnson	Business Unit:	FRSNO
Employee ID:	10878	Pay Group:	COF Management Employees Assn
Address:	123 Race Track Lane Fresno, CA 93722	Department:	520203 - Payroll
		Location:	Fresno City Hall
		Job Title:	Management Analyst III
		Pay Rate:	\$4,000.00 Monthly

Tax Data			
Fed Marital Status:	Single	CA Marital Status:	Single, or Married with two or more inco
Fed Allowances:	0	CA Allowances:	0
Fed Addl Percent:	0.000	CA Addl Percent:	0.000
Fed Addl Amount:	\$0.00	CA Addl Amount:	\$0.00

Paycheck Summary					
	Gross Earnings	Fed Taxable Gross	Total Taxes	Total Deductions	Net Pay
Current	1,846.15	1,846.15	407.35	0.00	1,438.80
YTD	1,846.15	1,846.15	407.35	0.00	1,438.80

Earnings				
Description	Hours	Rate	Amount	YTD Amount
Regular Pay	80.00	23.076923	1,846.15	1,846.15
Total:	80.00		1,846.15	1,846.15

Taxes		
Description	Amount	YTD Amount
Fed Withholding	302.96	302.96
Fed MED/EE	26.77	26.77
CA Withholding	77.62	77.62
Total:	407.35	407.35

Before-Tax Deductions		
Description	Amount	YTD Amount
Total:	0.00	

After Tax Deductions		
Description	Amount	YTD Amount
Total:	0.00	

Employer Paid Benefits		
Description	Amount	YTD Amount
* Taxable		
Total:		0.00

Net Pay Distribution				
Payment Type	Paycheck Number	Account Type	Account Number	Amount
Check	601838	Issue Check		1,438.80

- b. Look at past paychecks. (Only goes back to July 1999)

View Paycheck

Review your available paychecks below. Select the check date of the paycheck you would like to review.

Paycheck Selection		
Pay Period End Date	Company	Net Pay
2007-12-18	City of Fresno	\$1438.80

- c. Print copies of paychecks.

2. Direct Deposit

- a. See Direct Deposit Instructions

3. Compensation History

- a. View your employment history.
See step increases and job changes.
(Only goes back to July 1999)

Compensation History Salary Change Details

Jimmie Johnson

Date of Change: 07/01/2007

Salary Change Summary		
	Annual	Monthly
Current Salary:	48,000.000 USD	4,000.000 USD
Change:	0.000 USD	0.000 USD
Change Percent:	0.000	0.000
New Salary:	48,000.000 USD	4,000.000 USD

Job Information

Salary Plan: City of Fresno
Grade: COF Management Employees Assn
Step: 0

Salary Components

Component	New Amount	Change Amount	Change Percent
Default NA Annual	4,000.000000 USD Monthly	0.000000 USD	0.000

[Return to Compensation History](#)

Compensation History

Compensation history rows prior to 7/1/1999 may not reflect actual compensation due to system conversion.

Jimmie Johnson

From: 01/01/1900 To: 03/04/2008

[View Another Date Range](#)

Employee Job Information

EmplID: 10878
Department: Payroll
Job Title: Management Analyst III
Payroll Status: Active

Salary History

Date of Change	Action	Reason	Annual Salary	Compensation per Frequency
07/01/2007	Hire	Replacement	48,000.000 USD	4,000.000000 USD Monthly

4. W-4 Tax Information

- a. Make changes to your W-4.

W-4 Tax Information

Jimmie Johnson
City of Fresno

Social Security #: 111-22-3333

You must complete Form W-4 so the Payroll Department can calculate the correct amount of tax to withhold from your pay. Federal income tax is withheld from your wages based on marital status and the number of allowances claimed on this form. You may also specify that an additional dollar amount be withheld. You can file a new Form W-4 anytime your tax situation changes and you choose to have more, or less, tax withheld.

Whether you are entitled to claim a certain number of allowances or exemption from withholding is subject to review by the IRS. Your employer may be required to send a copy of this form to the IRS.

Home Address

123 Race Track Lane
Fresno CA 93722

Mailing Address

123 Race Track Lane
Fresno CA 93722

W-4 Tax Data

Enter total number of Allowances you are claiming:

Enter Additional Amount, if any, you want withheld from each paycheck:

Indicate Marital Status: ☒ Single ☐ Married

☐ Check here and select Single status if married but withholding at single rate.
Note: If married, but legally separated, or spouse is a nonresident alien, select 'Single' status.

☐ Check here if your last name differs from that shown on your social security card.
You must call 1-800-772-1213 for a new card.

Claim Exemption

I claim exemption from withholding for and I certify that I meet BOTH of the following conditions for exemption:

>> Last year I had a right to a refund of ALL Federal income tax withheld because I had NO tax liability, AND

>> This year I expect a refund of ALL Federal income tax withheld because I expect to have NO tax liability.

☐ Check 'Exempt' here if you meet both conditions.

Under penalties of perjury, I declare that I have examined this certificate and to the best of my knowledge and belief, it is true, correct, and complete.

Your State tax status and allowances will be set the same as your Federal tax status and allowances. If you wish to set up your State tax status differently, please complete EDD Form DE4 and submit to Payroll.

Click the link below to access the form:
<http://www.edd.ca.gov/taxrep/de4.pdf>

5. W-2 Reissue Request

- Request a new W-2. W-2s are issued by January 31st each year. Please do not request W-2 for the most recent year until after this date. For example, a request for a 2007 W-2 will not be fulfilled until after January 31, 2008.

W-2 Reissue Request

Jimmie Johnson

Social Security #: 111-22-3333

Complete the following information to request a reissue of your W-2 form.

Home Address

123 Race Track Lane
Fresno CA 93722

Mailing Address

123 Race Track Lane
Fresno CA 93722

W-2 Reissue Request

W2 Request for year:

Select where you want your W-2 delivered: